



FREDERICK MUNICIPAL AIRPORT

Randy McClement, Mayor

Richard Griffin, AICP, CECd, Director

2016 AIRPORT COMMISSION

Michael O'Connor
City of Frederick Alderman

Vacant
Citizen Representative

Steve Southworth
Rotating FBO Representative

Jon Harden
Chairman

Edmond "Ted" Gregory
Vice Chairman

Neil Lanning
Rotating FBO Representative

Jessica Fitzwater
Frederick County Council Member

Dan Loftus
Pilot Representative

Jim Piccirilli
Rotating FBO Representative

STAFF

Nick Sabo
Assistant Airport Manager

Rick Johnson
Airport Manager

Timothy Davis
Transportation Planner

FREDERICK MUNICIPAL AIRPORT

COMMISSION MEETING MINUTES

DPW Training Room – 111 Airport Drive East

February 25, 2016 – 7:00 PM

Commission Attendees: Jon Harden, Chairman; Ted Gregory, Vice-Chairman; Steve Southworth, FBO Representative; Michael O'Connor, Alderman; Dan Loftus, Pilot Representative; Jessica Fitzwater, Frederick County Council Member

Absent: Neil Lanning, Rotating FBO Representative; Jim Piccirilli, Rotating FBO Representative

Other Attendees: Rick Johnson, Airport Manager; Tim Davis, Transportation Planner; Nick Sabo, Assistant Airport Manager; 1 Citizen

The Airport Commission Meeting was called to order at 7:00 PM by Commission Chairman, Jon Harden.

A. Approval of Minutes

The September 2015 minutes were approved as written after a motion by Ted, a second by Dan, and all in favor.

B. Old Business

C. Project Updates

1. Wildlife Hazard Assessment (WHA), AIP 3-24-0017-2015-40 – Nick explained the current status of the WHA. January's winter weather did not permit any work to occur; therefore an additional survey will be done in January '17 to ensure a full 12 month assessment.

2. Bailes Lane Demo, AIP 3-24-0017-2015-41 – Rick provided an overview of the Bailes Lane demolition project, which has been ongoing since Nov 19, 2015. The project includes provisions for crushing the concrete building foundations, a portion of which will be used by the City for the Monocacy Blvd project. The contract with Washington Gas to relocate a gas line along old Bailes Lane was approved by the Mayor and Board on Dec 17, 2015, and work is scheduled to begin this spring.

3. Snow Removal Equipment (SRE) Building, MAA-GR-16-002 – The improvement plan for the new SRE facility will be submitted to the City by the end of February. The goal is to have the project ready for bid by

May to be prepared to issue a notice to proceed (NTP) by the start of the new fiscal year (1 July). MAA has indicated they will issue a special grant to cover \$500K of construction costs.

D. New Business

1. FY 17 Budget – A line item version of the FY17 budget was presented by Rick at the December meeting and it does not include a rate increase for hangars or tie downs. Rick met with the Mayor on Feb 2nd to review the proposed budget, and a formal meeting with the Mayor and Board will be held sometime between April and May.

2. FY17 Transportation Land Use Connection Grant Application – Tim Davis explained how the Transportation Planning Board (TPB) offers annual grants to study initiatives related to transportation and land-use projects. Since Frederick County has the highest value of freight being transported in the Washington Metropolitan Region, Tim recommended submitting a grant application to study the feasibility of freight operations at FDK. Jon made a motion to offer a letter of support on behalf of the Commission for the grant application. Ted seconded and the motion passed with all in favor.

3. Elections – Dan made a motion to nominate Jon as Chairman and Ted as Vice-Chairman. Steve seconded and the motion passed with all in favor.

E. Commissioner Reports

1. Ted Gregory – The recently elected Chairman of East Frederick Rising, David Rogers, has extended an invitation to airport staff and commission members to attend their meetings. He thinks both organizations should collaborate with each other on future efforts. All agreed this would be a good idea to protect airport interests, especially because of developments on the east side both approved and proposed. Additionally, Ted mentioned that he is now also the chairman of the airport committee of the Frederick Area Committee for Transportation (FACT).

2. Jessica Fitzwater – The Frederick County Association of Realtors (FCAR) approved an amendment to their disclosure statement to include a provision for buyers to review the conditions and restrictions of the Airport Overlay District. Also, the County Council held a joint meeting with the City of Frederick Board of Aldermen. The airport was not on the agenda, but Jessica was hopeful that it could be added to a future meeting with support from the commission.

3. Michael O'Connor – Michael added to Jessica's comments about the joint meeting. The push for the airport to be added as an agenda item should stem from the commission in order to show interest from the bottom up, not top down. He encouraged the commission to strategize on the content and delivery of a public information session that could lead to more substantive interest in the airport from the two governing bodies.

4. Steve Southworth – Landmark Aviation was recently acquired by Signature Flight Support and will transition to the new company over the next few months. There are no planned staffing changes.

5. Jon Harden – The airport has encouraged local pilots to follow the noise abatement program on the Tower's ATIS. The local flying community appears to be compliant. Rick added that the airport will reach out to area flight schools to ensure student pilots are aware of our procedures.

F. Public Comment

1. Citizen – He supports efforts to reach out to County leadership and local organizations to promote the airport and the economic value it brings to the community.

G. Announcements – None.

The meeting ended at 8:13 PM. The next scheduled meeting will be held March 24, 2016 at 7:00 PM at the Department of Public Works (DPW) Training Room, 111 Airport Drive East.

Meeting notes prepared by Nick Sabo, Assistant Airport Manager